

## VSH Governing Body Meeting Minutes

April 18, 2007, 1:30 pm  
Medical Director's office

<b>Type of meeting:</b>	Oversight
<b>Facilitator:</b>	Michael Hartman, MH Deputy Commissioner
<b>Note taker:</b>	Denise McCarty
<b>Governing Body Members:</b>	Dr. William McMains; Terry Rowe; Dr. Tom Simpatico; Dawn Philibert (designee for Sharon Moffatt); Steve Gold (designee for Secretary Cindy LaWare); Butch Alexander.
<b>Attendees:</b>	Jessica Oski, Andy Lowe Public: Laura Ganes from VP&A; Michael Sabourin

**AGENDA TOPICS:** APPROVAL OF MINUTES FROM 3/21/07, EXECUTIVE DIRECTOR'S REPORT, MEDICAL DIRECTOR'S REPORT; QUALITY ASSURANCE REPORT; OTHER BUSINESS, PUBLIC COMMENT.

**Discussed:** The March 2007 meeting minutes were reviewed. WM motioned to adopt the minutes; DP seconded the motion; All in favor; unanimously approved. Minutes were approved with changes.

**Conclusion:** 3/21/07 minutes were approved.

**Action:** WM motioned to accept the minutes; DP seconded the motion; motion was approved.

**Person Responsible:**

**Due Date:**

**Discussed: Executive Director's Report (Terry Rowe)**

Activities Therapy Chief – Jim Alexander has been hired as the Interim Activities Therapy Chief until the end of July. Patrick Kinner from Miami, Florida has accepted the full-time position as AT Chief and will start in mid June. He has inpatient, activities program, and quality assurance experience.

Bill Holcomb, Psychologist – VSH has hired Bill Holcomb, Psychologist as a consultant to access psychological services at VSH; he met with Terry, Michael, and VSH Psychologists. He will analyze what is currently being provided and how do we get from where we are to where we want to go. Is he a VSH employee or a contractor?

Psychiatric Technicians – PT raises have been approved. PT 1 positions are going from a pay grade 16 to an 18. The other PT series will also get raises. This will make VSH Psych Tech positions equal with Correctional officers positions except for the stipend training.

Staff Analysis – This summer, Tommie Murray will be conducting a staffing analysis to craft a methodology of how Activities staff are using their time for programming. Is there time left over? If so, how can this time be used for the mission? DP asked how staff feel about this? Discussion followed.

Cable changes on units- TR did an extensive hospital-wide survey with staff. Due to the explicit nature of some of the channels offered on extensive cable channels, the hospital will switch to basic cable as of May 1<sup>st</sup>.

Mock Survey in May – The first step in the accreditation process is a mock survey to assess the hospital's current performance and to see where we are at and what needs to get done to get credentialed. Also in May there is a 6 month Board of Health meeting to give an update on the on-going improvements and efforts of the hospital.

**Conclusion:** n/a**Action:****Person Responsible:** N/A**Due Date:** N/A

**Discussed: Medical Director's Report (by Dr. Thomas Simpatico)**

Census Control – VSH has a list of people for consideration for Second Spring. The census has been hovering around 52 – 53 in the last week and there has been a lot of activity to deflect additional people from coming in (negotiating with other hospitals, etc).

Treatment Planning – putting a lot of energy into the treatment planning process: training, grids, feedback about how to run a meeting, etc. TS gave a summary of some of the feedback of this process that he has received from the staff. Plans are being made for a scribe to be used in this process so that team members can focus on the content of the meeting.

UCLA skills modules (five modules) and the substance abuse modules are currently now available on a reliable basis. There are a number of people interested in being trained in these modules to be able to teach them. This will help teams with the treatment planning process to conceptualize the ways of what we are prescribing for particular interventions. Questions were asked about where the groups occur and what is offered on a weekly basis. Discussion followed.

**Conclusion:** N/A

**Action:** N/A

**Person Responsible:** N/A

**Due Date:** N/A

**Discussed: IT Projects by Andy Lowe, IT Projects Manager**

Andy updated the committee about the Quantros system. What it is and when we can expect to have it implemented at VSH. Discussion followed.

**Conclusion:** N/A

**Action:** N/A

**Person Responsible:** N/A

**Due Date:**

**Discussed: Quality Management Report (Terry Rowe for Scott Perry)**

TR reviewed patient injuries data (see handout for more detailed information regarding the statistics below).

Patient injury - During March, sixteen Patient Event/Injury reports were submitted, nine of which were reports of injury.

One injury was considered moderately severe and the other eight were considered minor.

The nine injuries were sustained by eight different patients. Two falls were reported involving two different patients.

Employee injury - During March, eight Employee Event reports were submitted and all were reports of injury. One injury was considered moderate, and the other seven were minor

Variance Reports - During March, eleven Variance Reports were filed

Patient Grievances – During March, four Patient Grievances were submitted and investigated, and responses were provided to the patients involved.

WM requested that the Quality Council be given a list of grievance issues at each monthly Quality Council meeting.

**Conclusions:** none

**Action:** n/a

**Person responsible:** n/a

**Due Date:**

**Discussed: Advance Directive Policy and Public Comment** – The Committee reviewed the policy, discussion followed. JO answered questions. Hargrave vs. Vermont decision was discussed. JO also discussed what the committee's options were with this policy i.e. approve it; make it an interim policy for now, etc. Discussion followed. The Committee decided to keep the policy under review and to not approve the policy at this meeting.

Laura Ganes from Vermont Protection and Advocacy and Michael Sabourin attended to give comments regarding the Advance Directives policy. Laura said she would discuss her comments with Jessica Oski after the meeting and then follow-up with written comments via an email that could be distributed to the members. Michael S. voiced his concerns to look at the Vermont statute and compare the language, he had also previously submitted two submissions of public comment for consideration. Anne Donahue and AJ Ruben of VP&A also provided written comments on the policy.

**Action:** n/a

**Person responsible:** n/a

**Due Date:**

The meeting adjourned at 3:25 pm. The next meeting will be on May 16, 2007 at 1:30 pm.

Respectfully submitted,

Denise McCarty  
Minute Taker